

Treasury Documentation**Subject:** Medical Emergencies, Handle (First Responders)**For:** HEALTH AND SAFETY HANDBOOK
EMPLOYEE HANDBOOK**Also See:** CT-03050;
ET-03071,73**Identification**

CT-03051

Chart

**Effective Date
Replaces**

5-1-2007

CT-03051 (10-1-2006)

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Note: Go to appropriate chart (Austin Building and Operations Center - page 1; Other Than Austin Building or Operations Center - page 2) and read down appropriate column based on type of emergency as defined below:

- “**Life-Threatening Emergency**” - A situation where the victim is in severe pain, having difficulty breathing or not breathing at all, confused or irrational, unconscious, etc.
- “**Non-Life-Threatening Emergency**” - A situation where the victim is conscious, rational, and able to talk.

AUSTIN BUILDING AND OPERATIONS CENTER**Life-Threatening Emergency****First Responder**

1. When a call is received from Supervisor/Co-Worker, goes immediately to victim’s location and evaluates their condition.
2. Requests Supervisor/Co-Worker call 37-30190 to request ambulance, if not already done.
3. Have another employee retrieve first aid kit and treats victim (If employee, consults copy of employee’s form 1876 MEDICAL EMERGENCY NOTIFICATION RECORD received from employee’s supervisor).
4. Continues to treat victim and notes nature of emergency, vital signs, etc., on form 1882 FIRST AID INFORMATION CARD.
5. When ambulance crew arrives, gives top copy of 1882 and 1876 to them.
6. Returns first aid kit to storage location, noting any supplies that need to be replaced.
7. Gives copy of 1882 to Human Resources Division.
8. If victim is an employee and the injury was a result of a work-related accident, has employee complete form 1899 TREASURY ACCIDENT REPORT as soon as possible.¹

Non-Life-Threatening Emergency**First Responder**

1. When a call is received from Supervisor/Co-Worker, immediately informs Supervisor he/she is leaving to respond to an emergency and goes to victim’s location and evaluates their condition.
2. Obtains first aid kit and treats victim. (If employee, consults copy of employee’s form 1876 MEDICAL EMERGENCY NOTIFICATION RECORD received from employee’s supervisor.)
3. Notes nature of emergency, vital signs, etc., on form 1882 FIRST AID INFORMATION CARD.
4. Evaluates whether victim needs further treatment by a medical doctor or hospital emergency room staff and advises accordingly.
 - A. If victim no longer needs medical assistance or chooses not to receive any further medical treatment, goes to step 8.
5. If victim gives consent for further medical treatment or evaluation, determines if ambulance is needed, if victim can drive themselves, or whether a family member, friend or other mode of transportation is available to transport victim to receive treatment.
 - A. If victim chooses ambulance, asks Supervisor/Co-Worker to call 37-30190 to request an ambulance, **or**
 - B. If other transportation is requested, arranges for alternate transportation.

Note: Treasury staff may not transport the victim unless they choose to use approved leave time to do so.

6. Sends with transporter or victim top copies of completed 1882 and 1876 forms to give to doctor or hospital emergency room staff.

NOTE: If victim is an employee and the injury was a result of a work-related accident, fills out AUTHORIZATION FOR TREATMENT AND BILLING form and instructs victim to be treated at the department’s Occupational Health Care Provider, WorkHealth. Has employee complete form 1899 TREASURY ACCIDENT REPORT as soon as possible.¹

7. Returns first aid kit to storage location noting any supplies that need to be replaced.
8. If victim was not transported for medical treatment, completes 1882 at this time.
9. Gives copy of 1882 to Human Resources Division.

¹ Refer to Policy ET-03073 for reporting on-duty accidents.

FIELD OFFICES OTHER THAN AUSTIN BUILDING AND OPERATIONS CENTER**Life-Threatening Emergency****First Responder**

1. When a call is received from Supervisor/Co-Worker, goes immediately to victim's location and evaluates victim's condition.
2. Requests Supervisor/Co-Worker to call 911 or other established emergency number and request an ambulance, if not already done.
3. Obtains first aid kit and treats victim (If employee, consults copy of employee's form 1876 MEDICAL EMERGENCY NOTIFICATION RECORD received from employee's supervisor.)
4. Continues to treat victim and notes nature of emergency, vital signs, etc., on form 1882 FIRST AID INFORMATION CARD.
5. When ambulance arrives, gives top copy of 1882 and 1876 to them.
6. Returns first aid kit to storage location noting any supplies that need to be replaced.
7. Sends copy of 1882 to Human Resources Division.
8. If victim is an employee and the injury was a result of a work-related accident, has employee complete form 1899 TREASURY ACCIDENT REPORT as soon as possible.¹

Non-Life-Threatening Emergency**First Responder**

1. When a call is received from Supervisor/Co-Worker, immediately informs Supervisor he/she is leaving to respond to an emergency and goes to victim's location and evaluates their condition.
2. Obtains first aid kit and treats victim. (If employee, consults copy of employee's form 1876 MEDICAL EMERGENCY NOTIFICATION RECORD received from employee's supervisor.)
3. Notes nature of emergency, vital signs, etc., on form 1882 FIRST AID INFORMATION CARD.
4. Evaluates whether victim needs further treatment by a medical doctor or hospital emergency room staff and advises accordingly.
 - A. If victim no longer needs medical assistance or chooses not to be treated further, goes to step 8.
5. If victim gives consent for further medical treatment or evaluation, determines if ambulance is needed, if victim can drive themselves, or whether a family member, friend or other mode of transportation is available to transport victim to receive treatment.
 - A. If victim chooses ambulance, asks Supervisor/Co-Worker to call Building Management, 911 or other established emergency number to request ambulance and gives address, floor, location, etc.
 - B. If other transportation is requested, arranges for alternate transportation.

Note: Treasury staff may not transport the victim unless they choose to use approved leave time to do so.

6. Sends with transporter or victim a copy of completed 1882 and 1876 forms to give to doctor or hospital emergency room staff.

NOTE: If victim is an employee in the Detroit area and the injury was a result of a work-related accident, fills out AUTHORIZATION FOR TREATMENT AND BILLING form and instructs victim to be treated at the department's Occupational Health Care Provider, St. John Hospital. Has employee complete form 1899 TREASURY ACCIDENT REPORT as soon as possible.¹

7. Returns first aid kit to storage location, noting any supplies that need to be replaced.
8. If victim was not transported for medical treatment, completes 1882 at this time.
9. Sends copy of 1882 to Human Resources Division.

End

¹ Refer to Policy ET-03073 for reporting on-duty accidents.